

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
CODE ENFORCEMENT INCENTIVE PROGRAM
1800 Third Street, Suite 260
Sacramento, CA 95814

APPLICATION FOR CODE ENFORCEMENT FUNDING

1. APPLICANT INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Contact: _____ Title: _____
Phone: () _____ Fax: () _____
E-mail Address: _____

2. APPLICANT BACKGROUND AND EXPERIENCE

a. Type of Organization:

_____ City _____ County _____ City and County

b. Legal Status:

Resolution authorizing application. (See Appendix "A" for Sample)
(A letter from the department head may be substituted providing it states a resolution will be obtained at the earliest feasible time and in any event prior to a contract being executed). **(Exhibit 1)**

c. Code Enforcement Experience:

- I. Provide a brief description of your organization's history and experience with code enforcement. **(Exhibit 2)**
- II. List the geographic area(s), and provide map, where your organization currently operates code enforcement program(s). **(Exhibit 3)**

3. LEGISLATIVE DISTRICT AND REPRESENTATIVE

Applicant Office Location:

Assembly:	District No: _____	Representative: _____
State Senate:	District No: _____	Representative: _____
Congress:	District No: _____	Representative: _____

4. GRANT REQUEST

The grant request may not exceed 150% of annual proposed program costs.
See chart in Application Process under threshold requirements.

Total Grant Funds requested: \$ _____

Year one disbursements \$ _____

Year two disbursements \$ _____

Year three disbursements \$ _____

- a. Will the grant funds be used to increase staffing dedicated to local building code enforcement efforts, including program costs related to the increased staffing? Yes _____ No _____
- b. Will the grant funds requested be in addition to the applicant's existing funding for code enforcement, including program costs related to the increased staffing? Yes _____ No _____

5. MATCHING FUNDS

Total matching funds \$ _____

Year one match \$ _____

Year two match \$ _____

Year three match \$ _____

- a. Do the matching funds being provided by applicant represent cash or an in-kind local match of at least 25 percent of the total annual program cost during the first year, at least 50 percent of the total annual program cost during the second year, and at least 75 percent of the total annual program cost during the third year? Yes _____ No _____
- b. Describe the source(s) of the matching funds?
- _____

6. PROPOSED CODE ENFORCEMENT PROGRAM (**Exhibit 4**)

Provide a detailed description of the proposed program for code enforcement that your organization is requesting funding for.

The proposal must identify, in general terms, the nature, source, and timing of the matching funds or resources. Additionally, the proposed program must include one or more activities which can be measured to indicate the success of the program and which may be replicable in other jurisdictions. Some types of program activities are set forth in the attached Application Process Memo as item number 7, under the rating and ranking of applications section.

7. CONSISTENCY OF PROGRAM WITH LOCAL PLANS (**Exhibit 5**)

Explain and demonstrate in specific terms the consistency of the proposed code enforcement assistance program, outlined in question 6 above, with local specific or general plans, including the housing element, Consolidated Plan and federal housing plans.

8. PROPOSED PROGRAM NEIGHBORHOOD INFORMATION (**Exhibit 6**)

Provide the following information on the neighborhood covered by the proposed code enforcement program. If the program includes more than one neighborhood, please provide the following information for each neighborhood. Provide a map with geographic boundaries of each neighborhood outlined. (NOTE: information may be derived from documents used for other purposes, such as the federal Consolidated Plan, housing element, or funding requests; sources of information [e.g., 1990 Census] and terms' definitions [e.g., "deteriorated"] should be identified.)

- a. What percentage of applicant's total housing stock is in the target neighborhood? _____ %
- b. Is the neighborhood populated by high percentages of lower income households with significant numbers of deteriorating housing stock containing reported or suspected housing code violations? Yes _____ No _____
- c. What percentage of housing units in the program neighborhood do low-income households occupy? _____ %
- d. What percentage of housing units in the program neighborhood are suspected of being owned by absentee owners? _____ %
- e. What percentage of the housing units in the program neighborhood is considered deteriorated? _____ %

9. FINANCING AVAILABILITY (**Exhibit 7**)

Explain and demonstrate in specific terms the applicant's working relationship with local government housing rehabilitation financing agencies, including financing availability, staff resources, and willingness to finance affordable rental housing rehabilitation and repairs which includes assistance to owners and prevention or mitigation of resident displacement.

Provide the following information on each financing agency:

Agency Name _____
Program Name _____
Contact Person _____ Title _____
Phone No. () _____ email _____
Types of assistance _____

10. VIOLATION REVIEW (**Exhibit 8**)

Explain and demonstrate in specific terms applicant's plan to identify and prosecute owners with habitual, repeated, multiple code violations that have remained unabated beyond the period required for abatement.

Include evidence of a cooperative and working relationship between other agencies including, but not limited to:

- a. Code enforcement officials.
- b. Local prosecutorial agencies.
- c. Local health department officials.

11. MATCH REQUIREMENTS (**Exhibit 9**)

Explain and demonstrate in specific terms for any entity, agency or division providing a match which represents an increase in current level of staffing or other resources committed to code enforcement, all of the following.

- a. Local intent to provide the required match for this program
- b. Local intent to provide the minimum matching funding each year of this program.
- c. Local current fiscal year budgeted amount for all code enforcement activity.
- d. Local planned budgeted amount for all code enforcement activity (including grant and match) for years 1, 2 and 3 of grant period.

12. CODE ENFORCEMENT STAFFING (**Exhibit 10**)

Provide a program organization chart and identify and explain the current and increased staffing dedicated to local building code enforcement using existing funds, the State grant funds and local matching resources. Include information on each of the following topics.

- a. The current staffing level dedicated to existing code enforcement activity in the Building Department.
- b. The current staffing level dedicated to existing code enforcement activity in the health, prosecution and/or housing departments, if those departments are involved in this grant effort.
- c. The number of new proposed staff and the agency(s) they will work for.

13. PROGRAM ANNUAL BUDGET (**Exhibit 11**) (See Appendix “B” for sample format.)
- Provide a copy of the program's annual budget for year one, including sources and uses of funds, based on the code enforcement program and staffing described above.

THIS APPLICATION WAS PREPARED BY:

THIS APPLICATION IS SUBMITTED BY:

I/We certify that the information and statements submitted in and attached to this application, are true, accurate and complete to the best of my/our knowledge. I/We authorize the Department of Housing and Community Development to verify any information pertaining to this application. I/We acknowledge and understand that if facts and/or information herein are found to be misrepresented, it may constitute grounds for rejection of the application or default of the Code Enforcement Incentive Program grant for which this application is being made.

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CODE ENFORCEMENT CHECK LIST

EXHIBITS TO BE ATTACHED TO THIS APPLICATION

Please tab each exhibit as required by the application and place the exhibit behind the completed application according to the corresponding exhibit numbers listed below.

1. Copy of Resolution Authorizing this Application. (ITEM 2.b)
As a time-saver, the resolution may also
authorize execution of the contract and other
documents needed to process a loan.
(See Model Resolution, Appendix "A".)
2. Organization History and Experience. (ITEM 2.c.I)
3. Organization's Current Operation. (ITEM 2.c. II)
4. Proposed Code Enforcement Program. (ITEM 6)
5. Consistency Of Program With Local Plans. (ITEM 7)
6. Proposed Project Neighborhood Information. (ITEM 8)
7. Financing Availability. (ITEM 9)
8. Violations Review. (ITEM 10)
9. Match Requirements. (ITEM 11)
10. Code Enforcement Staffing. (ITEM 12)
11. Proposed Program Annual Budget. (ITEM 13)
(See the Sample Annual Budget
Format, Appendix "B".)

APPENDIX "A"

SAMPLE RESOLUTION

CODE ENFORCEMENT INCENTIVE PROGRAM (CEIP)

THE CITY COUNCIL OF

HEREBY AUTHORIZES THE SUBMITTAL OF A GRANT APPLICATION, THE INCURRING OF AN OBLIGATION, THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO, AND ANY OTHER DOCUMENTS NECESSARY TO SECURE A CEIP GRANT FROM THE STATE OF CALIFORNIA.

WHEREAS

- A. _____ (*name of applicant*)
(hereinafter referred to as "City") is a public entity established under the laws of California and empowered to enter into an agreement to receive State funds to promote code enforcement efforts and to commit to providing annual matching funds or reserves.
- B. The California Department of Housing and Community Development (hereinafter referred to as the "State") is authorized to make grants to assist with code enforcement efforts.
- C. The City wishes to obtain from the State a grant for assisting with code enforcement activities and intends to offer matching funds and resources as identified in its application.

IT IS NOW RESOLVED THAT:

- 1. The City may submit to the State an application for a CEIP grant for use in the City.
- 2. If the application is approved, the City is hereby authorized to incur an obligation to provide matching funds or resources in any amount not less from the amount approved by the State and to enter into a grant agreement with the State for the purposes set forth in the application and approved by the State. It also may execute a contract and other instruments necessary or required by the State to govern and secure the match obligation, the performance obligation, and the state funding commitment.
- 3. The City is further authorized to request amendments, including, but not limited to funding increases in amounts up to amounts approved by the State, and to execute any and all documents required by the State to govern and secure these amendments.

4. The City authorizes _____ (*name(s) of officer(s) authorized*) to execute in the name of the City, the application and the agreement, and other instruments necessary or required by the State for the making and securing of the grant, and any amendments thereto.

PASSED AND ADOPTED THIS _____ DAY OF _____, 20____,

BY THE FOLLOWING VOTE:

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT:
—

CERTIFICATION:

The undersigned _____ Secretary of the City Council here before named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the City Council adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended, or repealed.

Secretary

Date


NOTES:

1. This is intended to be a model for resolutions authorizing grant applications. Applicants may use their own format if they contain substantially all the authorizations in the model.
2. This model uses language appropriate to a city. Other government agencies may want to substitute more appropriate terminology for them.
3. The person attesting to the vote and certifying the resolution may not be a person authorized by the resolution to execute documents.

APPENDIX "B"

SAMPLE ANNUAL BUDGET FORMAT

Including Sources and Uses Information
(Estimate if actual not available)

USES	SOURCES				
	CEIP Grant Funds	Other Funds* (Identify Sources)			Total Annual Budget
		1	2	3	
PERSONNEL SERVICES					
1. Salaries					
2. Employee benefits					
3. Admin Supervisory					
SUB-TOTAL PERSONNEL					
NON-PERSONNEL					
4. Space rent					
5. Utilities					
6. Telephone					
7. Equipment					
8. Office materials					
9. Other costs (detail):					
a.					
b.					
SUB-TOTAL NON-PERSONNEL					
TOTAL ANNUAL BUDGET					

NOTE: List the details of each category on a separate page.

* Sources of Funds: 1. _____
2. _____
3. _____